



JOB DESCRIPTION

Position Title: **Principal Coordinator**

Working Area: **Project Management**

Class Code: 4911
2001

Exempt

EEO Code: 02

Effective Date: October 1,

Major Function

Technical, supervisory, and administrative work coordinating and managing various design and construction projects.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, schedules, and assigns work priorities to projects. Provides supervision to personnel assigned to production of construction plans, related documents, and cost estimates.

Establishes and maintains up-to-date records of project activities, schedules, and expenditure; and ensures compliance with all applicable laws and standards. Prepares and submits monthly project updates for all programmed projects.

Makes periodic field inspections of projects. Recommends modifications and improvement to ensure quality and quantity in accordance with plans and standards.

Initiates and effectively recommends to the Traffic Engineer, for final approval by the Department Director for hiring, terminations, performance evaluations, disciplinary and commendatory actions for assigned personnel.

Reviews plans for various projects to ensure compliance with the Florida Department of Transportation's requirements.

Provides training to assigned personnel with regard to preparation of project material, equipment operation, safety, procedures and Florida Department of Transportation standards.

Represents the County in meetings with various organizations and contractors. Attends pre-construction conferences to ensure compliance with contract specifications. Serves as a liaison for the County with other governmental agencies.

Review proposals for design of various projects and recommends selection of the most qualified applicant. Reviews man-hour/fee estimates and negotiates final project costs.

Responds to customer concerns for safety.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Extensive design background for improvements of intersections and rail-highway crossings. Extensive knowledge of the production methods and preparation of project plans and documents. Extensive knowledge of supervisory and administrative practices. Extensive knowledge of traffic and highway safety rules and regulations and effective precautionary measures for crash avoidance. Extensive knowledge of standard specifications, roadway and traffic design standards. Thorough knowledge of the Manual of Uniform Traffic Control Devices (MUTCD).

Ability to read and work from engineering plans and work sketches as necessary. Ability to plan and supervise the work of assigned staff. Ability to communicate effectively both orally and in writing. Ability to make presentations before large and small groups. Ability to maintain accurate inventory and work data records. Ability to respond to questions from groups, managers, clients, elected officials, other governmental agencies and the general public. Ability to use a personal computer and associated software.

Associates Degree and five (5) years work experience in the Traffic Engineering and Operations field in the production of roadway signs, roadway markings, and contract administration. Two (2) years of experience must have been in a supervisory position.

Working knowledge of computer aided design tools, spreadsheets, and preparation of reports and documents.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position includes both work performed in an office environment and in a field setting. Typical work assignments would include duties that require sitting at a desk, table or workstation, standing for prolonged periods of time, and walking through construction zones. Incumbents in this classification are occasionally exposed to outside weather conditions and inclement weather. Incumbents in this classification may be exposed to shop noise.